FR3-7444

B+A-9

25 February 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Readjustment of Parking Spaces-
I, J, K, L Building Areas

1. The present approved policy for the allocation of parking spaces is based on the total number of spaces available in relationship to the authorized ceilings.

2. The last allocation of parking spaces was made 29 February 1952, and it is on this allocation that recent adjustments have been made in the I, J, K, L Building areas.

3. The adjustments were necessary due to the transfer of organizational units within and out of the DD/P organization.

4. The ratio as of 29 February 1952 averaged one parking space for every nine employees. Thus, using this ratio and the authorized ceiling of Procurement and Supply as shown in the Personnel Report dated 29 February, we find the following allocation being made to Procurement and Supply:

STAT
STAT
STAT
STAT

Initial Allocation	Readjustment
Authorized ceiling less Warehouse Personnel	Initial allocation Transferred with Transportation Division - Add
Using the ratio of 9:1, we find that Procurement and Supply is entitled to ____ parking spaces.	To compensate for 3 spaces used by Colonel Stebbins' Group - Add
	Total spaces assigned under Readjustment

5. Since all readjustments were based on the authorized ceilings of February 1952, we feel that we have actually assigned Procurement and Supply seven more spaces than they were authorized.

6. We do not plan to make another over-all allocation until such time as we acquire Curie Hall and _____. At this time, due to large increases in some offices over the February 1952 ceiling, some offices will be cut a number of spaces if we are to pursue the present policy of assigning spaces on an equal basis of the ratio which is now approximately one parking space for every thirteen employees.

STAT

2/28/53 - Noted LKW - returned to OGS
w/attached note.

/S/

STAT

Chief, Office of General Services